Network Nature

Uploading Content

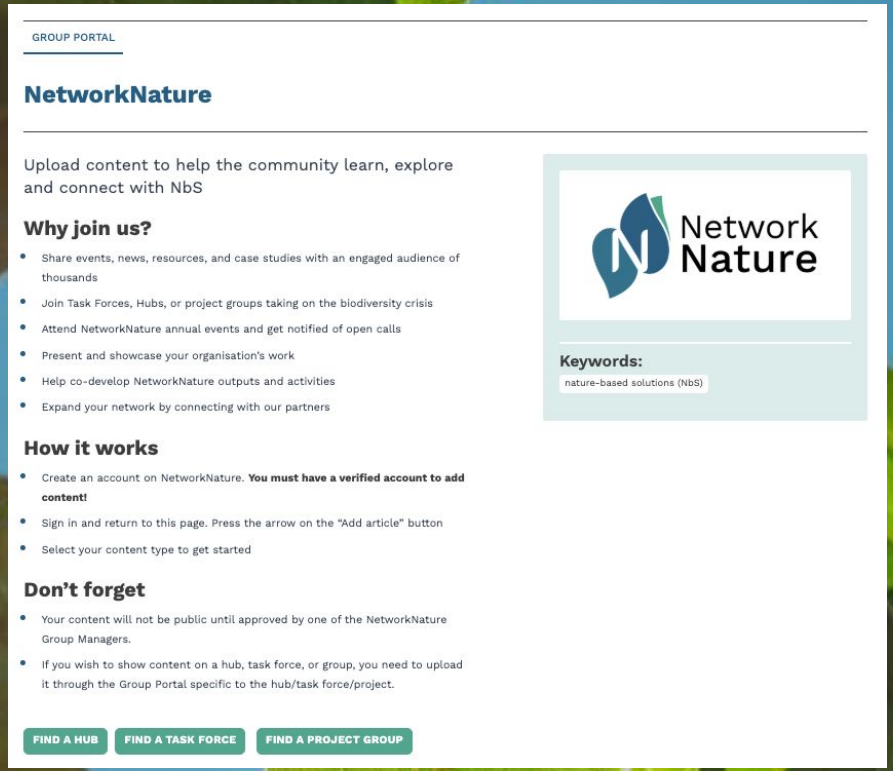
Detailed Instructions

To add content to NetworkNature, go to the Group Portal:
https://networknature.eu/networknature/portal

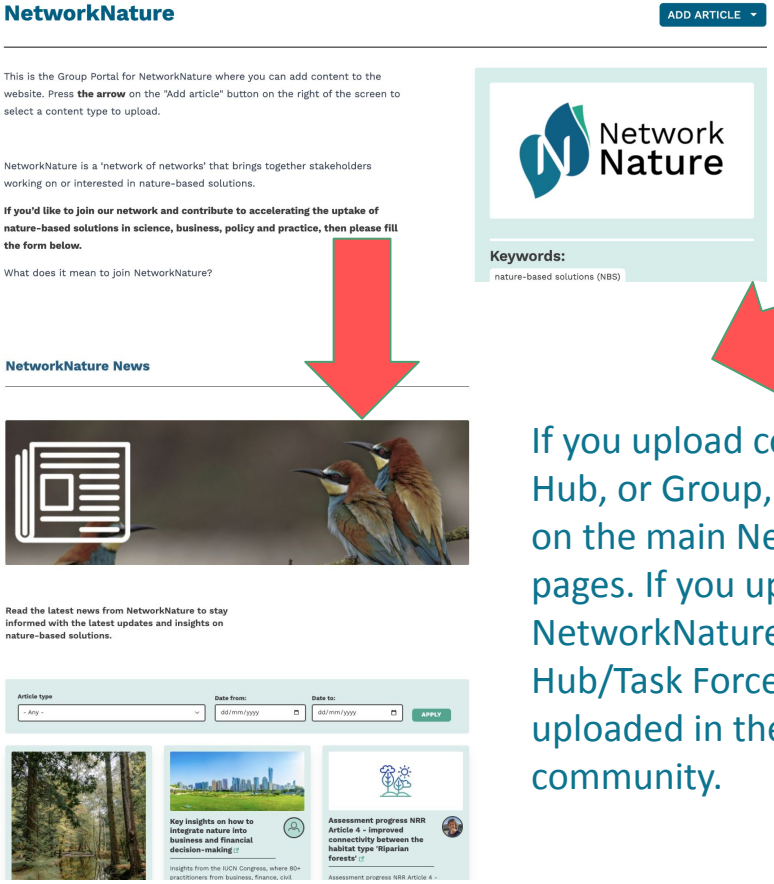
To add content to a Task Force/Hub/Project Group, go to the Group Portal for that specific project

What is the Group Portal?

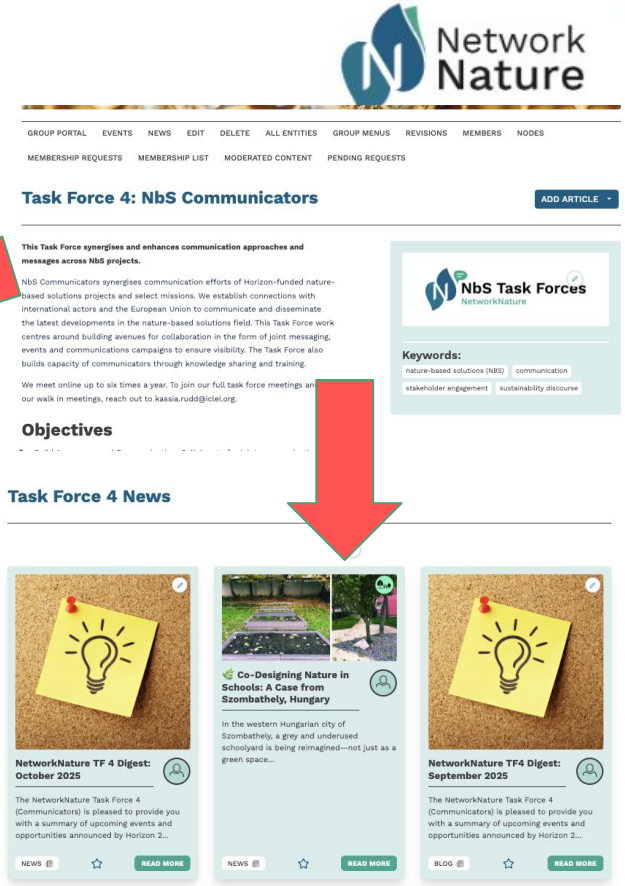
- Every Task Force, Hub, and Project Group has a Group Portal, where page visitors will land when visiting hubs
- You can:
  - Join the community
  - Upload content & display content
  - Navigate to other pages within the group
  - Understand what the project is about
  - See brief joining info/membership requirements
  - See project contacts
- **It is where you go to upload content**



Where your content will show



If you upload content to a Task Force, Hub, or Group, it will show there, and on the main NetworkNature content pages. If you upload content to NetworkNature, it will not show in a Hub/Task Force/Group unless it's uploaded in the Group Portal for that community.



Definitions

Content types

- **Resources -** Outputs from projects that can help stakeholders, policy makers, businesses, other researchers, etc, learn something. This could be a video, paper, report infographic, etc.
- **Case study -** A case study is an example of an action enhancing nature to tackle real world challenges. It gives insights into the benefits for a community or region, helping businesses, policy makers and communities understand why action for nature is essential.
- **Article -** An article announcing an update in your project or blog post of your choice. Within articles you can choose whether you're writing a blog, news, or opinion piece.
- **Event -** A listing of an in person, hybrid, or online event relating to your project.

Roles

- **Group Manager -** 1-3 people in each group that are the "leaders" of the project and have permission to create, review, and publish content. There can be group managers for task forces, hubs, and projects, as well as NetworkNature as a whole.
- **Group Member -** A member of the group that can create content and view posts, but is not able to publish anything publicly without approval from the Group Manager. A group member can only edit content they have created.

Before Adding Content…

Only verified users can upload articles, resources, and case studies. Please ensure you have verified your account before you try to upload anything.

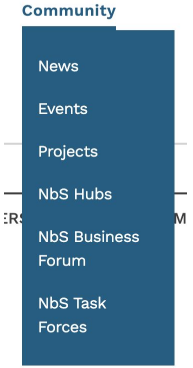
How to see if your account is verified

1. Go to your profile: https://networknature.eu/user
2. If you see a button reading “Upgrade to verified account” please press the button and fill in the short form to verify your account
3. If this button does not appear, you have a verified account already

If you have any issues trying to verify your account, please email support@oppla.eu

Join the TaskForce/Hub/Group you want to add content to

1. Go to NetworkNature and find the community in the community tab (shown on the right)
2. Click on a community of your choice and you will land in the Group Portal
3. Press the “request membership” button. Your request will be approved shortly (within 48 hours) - if not, please email the relevant NN team member or support@oppla.eu if you do not hear back from them



How to Upload Content

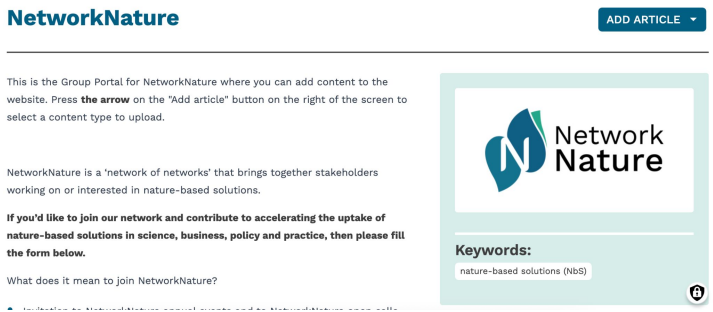
New to Nature-based Solutions (NbS)? You are in the right place. NetworkNature is your starting point to learn, explore and connect with everything related to NbS. Our platform can help you understand how working with nature can address real world challenges.

DISCOVER MORE ABOUT NETWORKNATURE

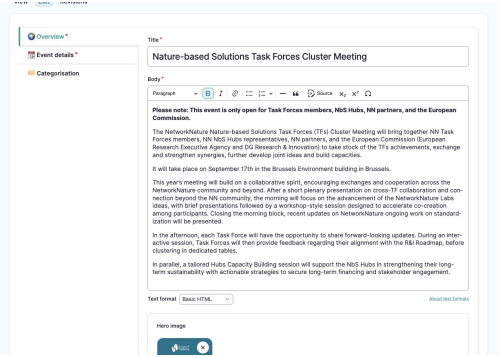
ADD CONTENT TO NETWORKNATURE

1. Go to the NN homepage and press the “Add content to NetworkNature” button

If you want to upload content to a Task Force, Hub, or Project Group, please go to the Group Portal for that specific community and follow these steps there.



2. This takes you to the NetworkNature “Group Portal”. This where you can add content. Press the arrow on the “Add Article” button and select your content type

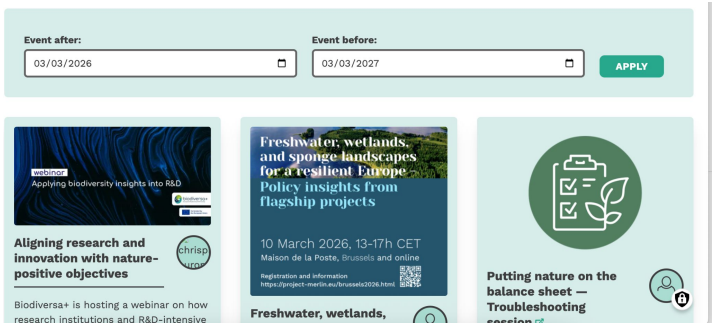


3. A form will open on your screen. Fill in the required fields* to save your draft

How to Upload Content

4. You will then see a preview of how your event will look on the website. When you're happy with it, change the moderation state from "Draft" to "Under review".

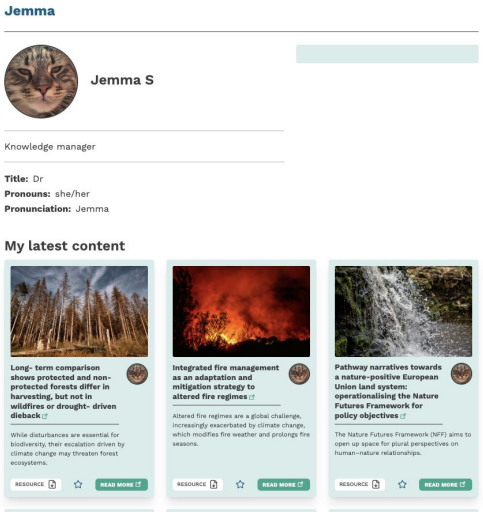
For it to show publicly, a NetworkNature manager will need to approve it.



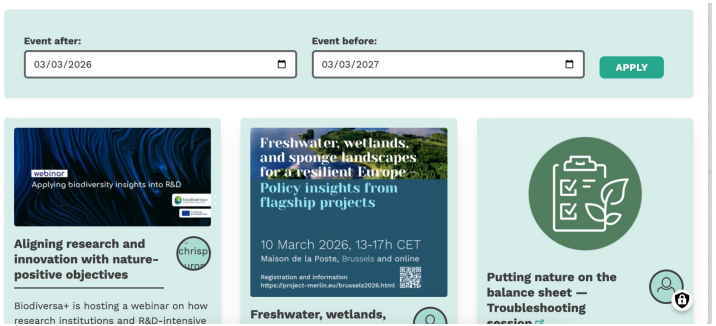
5. Your event will be displayed on the general NetworkNature event page when approved by a NetworkNature Group Manager.

If you have issues, please feel free to contact a relevant member of the NetworkNature team, or support@oppla.eu to help with technical queries.

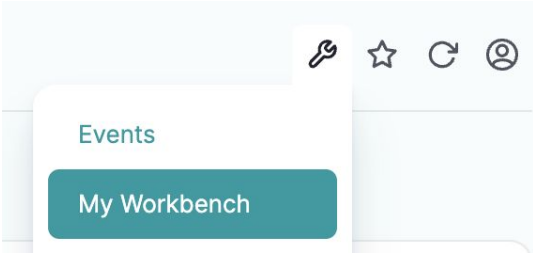
Viewing and Editing Your Content



1. Sign into NetworkNature. You will see your 6 most recent pieces of content on your profile page which appears when you sign in. Select one to edit it.



2. View them on the content page, e.g see events on the events page. Select an event, and if you are the author, you will be able to edit it.



3. Hover over the spanner icon in the top right of the page. Click “My Workbench” to view a list of content you’ve uploaded. Select one you want to edit.

Do not upload content via the workbench, you will get an error.

Thank you!